

**DEVELOPMENT REVIEW COMMITTEE
MEETING MINUTES
OCTOBER 6, 2004**

DRC Members present: David McDevitt, Development Services Director
Joe Brown, Public Works, Engineering Services Director
Cherie Bryant, TLCPD Land Use Planning Division Manager

Meeting called to order by David McDevitt at 10:00am.

Apalachee Hills Subdivision Type "C" Site and Development Plan:

Weldon Richardson gave a summary of the proposed project. The proposal is for an 84 lot private, single-family attached residential subdivision located on 15.80 acres located on the south side of Apalachee Parkway, east of Quazar Road. The density for the proposed subdivision is 5.3 dwelling units per acre. Electricity, water and sewer will be provided by the City of Tallahassee.

Staff recommended approval with the following conditions:

1. Submittal of a revised plan, reflecting the new location of the proposed sanitary sewer service line.
2. Submittal of a letter of agreement to include all off-site owners granting the easement for the new sewer line location.

Nawfal Ezzagaghi of the Environmental Compliance Division recommended the following conditions be added to the above:

1. Submit a letter of agreement (to include plan) from all owners granting the easement a minimum of one (1) week prior to the Board Public Hearing for this project.
2. Submit, a minimum of one (1) week prior to the Board Public Hearing for this project, revised plan sets reflecting the new location of the proposed sanitary sewer service line. Revisions should include, but are not limited to, plan and profile, C.O.T. conceptual plan approval, and site data.
3. Relocate the northern proposed compaction station further west.
4. A conservation easement must be recorded (with Leon County as grantee) that encumbers the area on the subject lot designated as "Natural Area/Conservation Easement". This conservation easement must be accepted by the Board and recorded prior to issuance of any Certificate of Occupancy.

Cherie Bryant of the Planning Department recommended approval of the proposal with no additional conditions.

Bruce Kessler, City of Tallahassee Water and Sewer Utilities, was present and asked if he had any additional comments on this project. He advised the City had already approved the concept plan on September 23, 2004, but the relocation of the sewer line and easement needed to be addressed by the City. He requested the applicant submit a revised site plan to the City for review.

Joe Brown of the Public Works Department recommended approval of the proposal with the following conditions to add:

1. Plans must be modified to identify maintenance responsibility for paved parking area. If parking within lots is to be maintained by others than the lot owner, easements must be identified.
2. Plans must be modified to provide greater identification of visitor parking. It is recommended that visitor parking spaces straddle lot lines so that each lot owner retains two and one half parking spaces which will clearly define rights to use the visitor spaces.
3. Plans must be modified to correct discrepancies in dimensions involving the modified curb and gutter section. It is noted that the traffic calming "chokers" dimensions to not correlate.
4. Plans must be modified to provide a more detailed typical of the "choker".
5. Plans must be modified to correct errors in shading and to identify the intent of the various shaded areas. Several different areas are all shaded and the only identification is that shaded areas are to be conservation easements, which cannot be done in some shaded areas.
6. Plans must be modified to account for utility, drainage and solid waste structures within the proposed conservation easement.
7. Plans must be modified to identify utility easements for proposed water and sewer lines crossing individual lots. No easements are shown.
8. Plans must be modified to provide for an adequate road right-of-way and utility placement. Typical County standards require 10 foot wide utility/drainage easements adjacent to 45 foot wide rights-of-way. Typical section does not address all utilities that will use this right-of-way – plans must be modified to reflect the Uniform Utility Placement Guide of Leon County. Electric utility locations must be shown clearly – a note that notch easements will be provided is not sufficient.
9. Plans must be modified to identify underlying ownership of properties proposed as easement that are outside of proposed lots.

Mr. McDevitt recommended the applicant's consultant resubmit revised site plans to Growth and Environmental Management by October 20, 2004 to be placed on the Board's November 16, 2004 meeting agenda.

Cherie Bryant made a motion to recommend approval to the Board of County Commissioners of the Apalachee Hills Type "C" Site and Development Plan with the following conditions:

1. Submittal of a revised plan, reflecting the new location of the proposed sanitary sewer service line.
2. Submittal of a letter of agreement to include all off-site owners granting the easement for the new sewer line location.
3. Submit a letter of agreement (to include plan) from all owners granting the easement a minimum of one (1) week prior to the Board Public Hearing for this project.
4. Submit, a minimum of one (1) week prior to the Board Public Hearing for this project, revised plan sets reflecting the new location of the proposed sanitary sewer service line. Revisions should include, but are not limited to, plan and profile, C.O.T. conceptual plan approval, and site data.
5. Relocate the northern proposed compaction station further west.
6. A conservation easement must be recorded (with Leon County as grantee) that encumbers the area on the subject lot designated as "Natural Area/Conservation Easement". This conservation easement must be accepted by the Board and recorded prior to issuance of any Certificate of Occupancy.
7. Plans must be modified to identify maintenance responsibility for paved parking area. If parking within lots is to be maintained by others than the lot owner, easements must be identified.
8. Plans must be modified to provide greater identification of visitor parking. It is recommended that visitor parking spaces straddle lot lines so that each lot owner retains two and one half parking spaces which will clearly define rights to use the visitor spaces.
9. Plans must be modified to correct discrepancies in dimensions involving the modified curb and gutter section. It is noted that the traffic calming "chokers" dimensions to not correlate.
10. Plans must be modified to provide a more detailed typical of the "choker".
11. Plans must be modified to correct errors in shading and to identify the intent of the various shaded areas. Several different areas are all shaded and the only identification is that shaded areas are to be conservation easements, which cannot be done in some shaded areas.
12. Plans must be modified to account for utility, drainage and solid waste structures within the proposed conservation easement.
13. Plans must be modified to identify utility easements for proposed water and sewer lines crossing individual lots. No easements are shown.

14. Plans must be modified to provide for an adequate road right-of-way and utility placement. Typical County standards require 10 foot wide utility/drainage easements adjacent to 45 foot wide rights-of-way. Typical section does not address all utilities that will use this right-of-way – plans must be modified to reflect the Uniform Utility Placement Guide of Leon County. Electric utility locations must be shown clearly – a note that notch easements will be provided is not sufficient.
15. Plans must be modified to identify underlying ownership of properties proposed as easement that are outside of proposed lots.
16. Revised site plans are to be received at Growth and Environmental Management by October 20, 2004 with staff comments being provided back to Growth and Environmental Management by October 27, 2004 for placement on the Board's November 16, 2004 Public Hearing at 6:00pm.

Joe Brown seconded the motion. All were in favor and motion passed.

Meeting adjourned.